

The E-mail Information Screen

Please remember, attorneys should keep their personal information and e-mail addresses current using the "Maintain User Account" function. Counsel are responsible for all changes and should contact the Clerk's Office if they do not receive an NEF after filing a document. PLEASE CONTACT THE CLERK'S OFFICE IF YOU HAVE ANY QUESTIONS at 336-332-6003.

The E-mail Information screen continues to be the central location for maintaining and modifying all user-controllable settings for NEF e-mail transmission. This screen can be accessed via Maintain User Accounts or the new Maintain Your E-mail utility, depending on the user's access control permissions. Options on the screen are displayed based on selections made by the user. For example, if a user deactivates an e-mail address, all other options for that address will be suppressed.

Email Information for Rene Descartes

Primary E-mail Address

Please enter a primary e-mail address.

Options and additional addresses are not active without a primary e-mail address.

Return to Person Information Screen

Clear

Email Information for Rene Descartes

Primary E-mail Address

Add Additional E-mail Address

Return to Person Information Screen

Clear

In either situation, after the user enters an e-mail address in the proper format (a@b.c), the main options for that e-mail address appear.

Main Options for Primary E-Mail Address

Email Information for Rene Descartes

Primary E-mail Address	Format	Delivery Method	In All Active	My Cases	Additional Options
rene_descartes@planetlaw.com	HTML	Individual NEF	Yes	Yes	Click to Show/Hide Options
<div>Add Additional E-mail Address</div>	<div>Return to Person Information Screen</div>	<div>Clear</div>			

To add additional cases to the list for this e-mail address, the user must select **Additional Cases** from the Additional Options dropdown list. Then, the user can select **Add** from the Additional Cases to Receive NEFs dropdown list that appears.

Add Additional Cases to Receive NEFs

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	In All Active My Cases	Additional Options	
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<hr/>					
<div>Add</div> <div>Additional Cases to Receive NEFs</div> <div><div></div></div> <div>Enter case number <input type="text"/> and click <div>Add to List</div></div> <div><div>Add Additional E-mail Address</div><div>Return to Person Information Screen</div><div>Clear</div></div>					

When the user enters a case number, if there is more than one case for the year and number entered, a pop-up window appears. The user is prompted to select the correct case from the list in the pop-up window. If the case number entered in the Enter case number field is not a valid case, a pop-up window appears stating such.

Select Appropriate Case Pop-up Window

The screenshot shows a web browser window with the URL <https://dc3-test-dcn.td.oca.ao.dcn/c>. The browser displays the ECF (Electronic Case Filing) interface for Rene Descartes. A pop-up window titled "District 3.0 rc2 on Poochie installed Wed Jan 4 09:32:26 2006 - Case Number Lo..." is open, displaying the message: "There is more than one case that matches the number entered; select the appropriate case below." The pop-up lists three cases with checkboxes:

- ☐ 1:05-cr-70001-ABA-FRF - USA v. Leibnitz
- ☐ 4:05-cv-70001-CBC-FJF - Newton v. Leibnitz
- ☐ 6:05-cv-70001-RTR-FBF - Newton v. Descartes et al

Below the list are "Next" and "Clear" buttons. The background ECF interface shows the "Email Information for Rene Descartes" form with the "Primary E-mail Address" field set to "rene_descartes@planelaw.com" and the "Format" field set to "HTML". The "Delivery Method" field is set to "Individual NEF". The "In All Active My Cases" field is set to "Yes". The "Additional Options" field is set to "Additional Cases". The "Enter case number" field is set to "05-70001" and the "Add to List" button is visible.

Once the user selects the appropriate case number, the case is added to the Additional Cases to Receive NEFslist. The user can add as many cases to the list as desired.

Additional Cases to Receive NEFs

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases
<hr/>					
Add Additional Cases to Receive NEFs					
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz					
Enter case number <input type="text"/> and click <input type="button" value="Add to List"/>					
<input type="button" value="Add Additional E-mail Address"/> <input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>					

To remove a case from the list, the user must select **Remove** from the Additional Cases to Receive NEFs dropdown list and then click on the appropriate case number. A **Remove from List** button appears, allowing the user to remove the case from the list.

DELIVERY METHODS

There are two delivery methods for receiving NEFs: individual and summary. The delivery method of choice is selected for **all** the cases in the user's list. However, if the user wants to receive the opposite method of delivery for one or some cases, the user should select **Delivery Method Exceptions** from the Additional Options dropdown list. If the user then selects **Add** from the Delivery Method Exceptions dropdown list that appears, the user can select the case(s) to add for the other delivery method.

Delivery Method Exceptions Options

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Delivery Method Exceptions
<hr/>					
Add Delivery Method Exceptions					
The following cases will receive Summary NEF e-mails.					
<div><div></div><div></div><div></div></div>					
Select case to add to list here <input type="text"/> and click <input type="button" value="Add to List"/>					
<div><div>Ad</div><div>Select case to add to list here</div><div>2:05-cv-07200 - Burnell v. Smith</div><div>4:05-cv-70001-CBC-FJF - Newton v. Leibnitz</div></div>					
<input type="button" value="Return to Person Information Screen"/> <input type="button" value="Clear"/>					

To add and configure additional e-mail addresses, the user should click the **Add Additional E-mail Address** button, which causes the Secondary E-mail Addresses field to appear.

Additional E-Mail Addresses Field

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Show Additional Cases to Receive NEFs

2:05-cv-07200 - Burnell v. Smith
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz

Secondary E-mail Addresses

Add Additional E-mail Address Return to Person Information Screen Clear

If the user enters a valid e-mail address, the e-mail settings options appear for modification, which works the same as for the primary e-mail address. **The user can change the format, delivery method, and active settings; add additional cases, remove cases; and set delivery method exceptions for the secondary e-mail address.** For all attorney users, the Active checkbox is available only for additional e-mail addresses.

Additional E-Mail Address Options

Email Information for Rene Descartes					
Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
rene_descartes@planelaw.com	HTML	Individual NEF	Yes	Yes	Additional Cases

Show Additional Cases to Receive NEFs

2:05-cv-07200 - Burnell v. Smith
4:05-cv-70001-CBC-FJF - Newton v. Leibnitz

Secondary E-mail Addresses

rdescartes@planelaw.net HTML Individual NEF ☒ ☐ Click to Show/Hide Options

Add Additional E-mail Address Return to Person Information Screen Clear

Once the e-mail addresses have been added and configured, the user submits the changes by clicking the **Return to Person Information Screen** button.

Please remember, attorneys should keep their personal information and e-mail addresses current using the "Maintain User Account" function. Counsel are responsible for all changes and should contact the Clerk's Office if they do not receive an NEF after filing a document. PLEASE CONTACT THE CLERK'S OFFICE IF YOU HAVE ANY QUESTIONS at 336-332-6003.